

## **UPWARD MOBILITY PROGRAM**

### **Annotated Guide**

Target Title: **Unemployment Insurance Revenue Specialist**

Position Title Code: 47087

Salary Grade: RC-062-13

Credential or Certificate: Certificate

This position is limited to the Department of Employment Security. Positions are located only in Cook County.

An Unemployment Insurance Revenue Specialist, under direct supervision, in an assigned area of responsibility, performs tasks supportive to the unemployment insurance tax determination process; reviews employer accounts in order to verify accuracy and consistency of agency-held data and records; reconciles information maintained within the agency's employer account data systems; assists higher level analysts with account verifications and corrections in compliance with the Unemployment Insurance Act; and provides general unemployment insurance information to the public and employers.

9/93 Content Revisions

6/08 Salary Revised